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Command Policy

SELF-INSPECTION PROGRAM

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OPR: 39 WG/XP (Capt Dennison K. Frasier)
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This instruction implements AFD 90-2, *Inspector General--The Inspection System*, and outlines the 39th Air Base Wing Self-Inspection (SI) program. It lays out the scope, objective and responsibilities for managing internal self-inspection and higher headquarters inspection findings and discrepancies. This instruction applies to all 39 ABW agencies to include all assigned Geographically Separated Units (GSUs).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision aligns IABI 90-201 with the new 39 ABW organizational structure. It also incorporates the on-line Wing Inspection Program as the primary means for tracking findings from self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations.

1. General. The purpose of the 39 ABW SI Program is to provide commanders and supervisors at all levels with an internal management tool for preventing, identifying, tracking and correcting problems. When problems are identified, processes should be carefully examined to determine cause and find permanent solutions. The SI program encourages problem resolution at the lowest practical level while providing a means to elevate problems to higher levels when appropriate.

1.1. CONOPS. Each unit self-inspection monitor will conduct locally developed self-inspection checklists or USAFE Unit Compliance Guides every 6 months. Problem areas will be identified, recorded and tracked until closed. Squadron monitors will consolidate efforts, track compliance and monitor open items within the squadron; 39 ABW/XP will administer the program at the wing level.

2. Responsibilities:

2.1. Wing Commander. The 39 ABW/CC will approve closure of all higher headquarters identified inspection discrepancies. 39 ABW/CC will utilize the on-line Wing Inspection Program to review,

endorse, and close, as appropriate, findings for self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations.

2.2. Vice Commander. The 39 ABW/CV will provide direction, policy guidance and oversight of the overall SI program to ensure that significant problems are identified, monitored, and corrected in a timely manner. 39 ABW/CV will utilize the on-line Wing Inspection Program to review, endorse, forward, and/or close, as appropriate, findings for self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations.

2.3. Plans and Readiness Office. The 39 ABW/XP serves as the wing inspection agency and will:

2.3.1. Serve as the focal point for wing SI programs and prepare the wing for higher headquarters inspections.

2.3.2. Oversee SI programs run by 39 ABW staff agencies, groups, and squadrons physically located at Incirlik AB, Turkey.

2.3.3. Screen and monitor significant problems identified through the SI process and, when appropriate, bring them to the attention of the 39 ABW/CV. XP will also monitor problem areas until corrected.

2.3.4. Serve as the OPR for all USAFE Unit Compliance and Functional Inspections and higher headquarter Staff Assistance Visits.

2.3.5. Follow-up on higher headquarters inspections by maintaining a list of problems reported. Prepare follow-up correspondence on repeat problems within 45 days and continue to follow-up for repeat open items every 30 days to higher headquarters until closed.

2.3.6. Consolidate and forward all wing replies to higher headquarters inspection discrepancies through 39 ABW/CC for approval.

2.3.7. Train group, squadron and agency Self-Inspection Monitors.

2.3.8. Utilize the on-line Wing Inspection Program to review, endorse, and forward findings for self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations.

2.3.9. Conduct semi-annual self-inspection program reviews with all units to review crossfeed results, special interest items, and program maintenance. The checklist in [Attachment 2](#) is developed for this purpose.

2.4. 39 ABW/GSU will:

2.4.1. Serve as the focal point for the GSU SI programs and assist each GSU in its preparation for higher headquarters inspections.

2.4.2. Oversee SI programs run by GSUs supported by the 39 ABW.

2.4.3. Conduct semi-annual staff assistance visits of GSUs supported by 39ABW to review cross-feed results, special interest items, and program maintenance. Results of visits will be forwarded to 39 ABW/XP in letter format. The checklist in [Attachment 2](#) is developed for this purpose.

2.4.4. Screen and monitor significant problems identified through the SI process and, when appropriate, bring them to the attention of the 39 ABW/CV and 39 ABW/XP.

2.4.5. Monitor problem areas identified during the inspection process until they are fixed.

2.4.6. Serve as the OPR for all USAFE Unit Compliance and Functional Inspections and higher headquarter Staff Assistance and Functional Expert Visits to the GSUs.

2.4.7. Follow-up on higher headquarters inspections by maintaining a list of problems reported. Prepare follow-up correspondence on repeat problems within 45 days and continue to follow-up for repeat open items every 30 days to higher headquarters until closed.

2.4.8. Consolidate and forward all GSU replies to higher headquarters inspection discrepancies through 39 ABW/CC for approval.

2.4.9. Train GSU Self Inspection Monitors.

2.5. Group Commanders. Group commanders are responsible for the overall SI program within their groups and assigned squadrons. Group commanders or their designated representative will:

2.5.1. Appoint primary and alternate SI monitors for the group and forward appointment letter to 39 ABW/XP.

2.5.2. Assist squadron SI monitors and provide consolidated inspection results, anticipated corrective action, and updates on open items to 39 ABW/XP.

2.5.3. Forward to 39 ABW/XP within 30 days of completion self inspection results (including corrective actions taken). Serious problems, with long-term corrective actions, and those that require resources or assistance outside the group's control should be addressed in the report.

2.5.4. Coordinate on all replies to higher headquarters inspection discrepancies prior to sending them to 39 ABW/XP.

2.5.5. Utilize the online Wing Inspection Program to review, endorse, and forward findings for self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations.

2.6. Squadron Commanders. Squadron commanders are responsible for the overall SI program within their squadrons. Squadron commanders will:

2.6.1. Appoint primary and alternate SI monitors for their squadron and forward appointment letter to 39 ABW/XP and courtesy copy their group commander.

2.6.2. Provide consolidated inspection results, anticipated corrective action, and updates on open items to 39 ABW/XP through their group commander.

2.6.3. Forward to their group's Self Inspection Monitor for consolidation the results of their self inspections to include corrective actions taken. The Group SIM will determine the deadline, but XP requires the inspection results no later than 30 days after completion of the inspection.

2.6.4. Utilize the on-line Wing Inspection Program to review, endorse, and forward findings for self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations.

2.7. Air Base Wing Staff Agencies. Staff agency chiefs are responsible for the overall SI program within their agency. Agency chiefs will:

2.7.1. Appoint primary and alternate SI monitors for their agency. Appointment letter will be forwarded to 39 ABW/XP.

2.7.2. Within 30 days of an inspection being completed, send inspection results to 39 ABW/XP. Continue sending progress reports every 30 days until the inspection findings are closed.

- 2.7.3. Conduct self inspections on a semi-annual basis.
- 2.7.4. Utilize the on-line Wing Inspection Program to review, endorse, and forward findings for self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations.
- 2.8. GSUs. GSU commanders are responsible for establishing their organization's SI program. GSU commanders will:
 - 2.8.1. Appoint a primary and alternate SI monitor and forward appointment letter to 39 ABW/GSU with a courtesy copy to 39 ABW/XP.
 - 2.8.2. Within 30 days of an inspection being completed, send inspection results to 39 ABW/GSU. Continue sending progress reports every 30 days until the inspection findings are closed.
 - 2.8.3. Conduct self inspections on a semi-annual basis.
- 2.9. SI Monitor. Group, Squadron and staff agency SI monitors will:
 - 2.9.1. Contact 39 ABW/XP for training (Note: GSU SI monitors will contact 39 ABW/GSU for training).
 - 2.9.2. Administer the SI program at unit level as follows:
 - 2.9.2.1. Review applicable UCGs or locally created checklists prior to self inspection. At the time of self-inspection, execute applicable checklists.
 - 2.9.2.2. Input findings into the on-line Wing Inspection Program. Ensure all applicable categories are completed. Finding numbers will be established using the following format: SQYYMM##. For example, the third finding in 39 ABW/XP during the July 04 self-inspection would be annotated XP040703. Provide your squadron commander or agency chief a progress report every 30 days until the findings are closed. Forward answered findings to squadron commander for review. If returned, coordinate with OPR to clarify finding until closure. If under a group, squadron commanders will route their results to the Group SI monitor. If not part of a group or a wing staff agency, inspection results will be sent directly to 39 ABW/XP.
 - 2.9.2.3. Inspection reports from other organizations and bases will be reviewed for applicability of findings to unit. Applicable findings will be input into the Wing Inspection Program in the same manner as a finding from a self-inspection. Coordinate with functional experts for validation of applicability. Follow normal Wing Inspection Program procedures to track the finding until closure.

3. Self-Inspection Program Guidance.

- 3.1. Frequency of Self-Inspections. The goal of this program is to ensure readiness for compliance inspections. Self-inspections will be accomplished at a minimum semiannually (January and July). They also should be conducted following supervisory changes and at least 30 days prior to higher headquarters inspections.
- 3.2. Checklists. SI checklists are intended to serve as an aid. Use checklists as a guide to ensure functions and responsibilities of the organization and work center are being properly executed and are in compliance with regulatory guidance.

- 3.2.1. USAFE UCGs will be used if available; otherwise, checklists will be locally developed by extracting information from governing directives, instructions, and other documents.
- 3.2.2. Due to frequent changes in regulatory guidance, SI monitors need to review their SI checklist to ensure it reflects current Air Force policy. We recommend doing a thorough review of all SI checklists seven to fourteen days before the conduct of any inspection. To ensure currency of UCGs, annotate top of checklists in pencil with reviewers name and date of review.
- 3.3. Unit Compliance Guides. UCGs are for command-wide use. They reflect public law, safety, security, Department of Defense, Air Force, USAFE, and relevant host-nation requirements.
 - 3.3.1. UCGs identify mission critical aspects of each unit function and establish meaningful measures to evaluate program health, maturity, and mission success.
 - 3.3.2. UCGs are located on the HQ USAFE/IG web page: . Checklists are provided on the HQ USAFE/IG web page as a courtesy only. SI Monitors should contact their HQ USAFE Functional Manager to ensure they have the most current UCG.
- 3.4. Wing Inspection Program. The Wing Inspection Program is an on-line tool that provides automated input, forwarding, tracking, and closing functions for the base inspection system. All findings from self-inspections, exercises, crossfeeds, and higher-headquarters inspections and evaluations will be input into the Wing Inspection Program, with all applicable categories filled. Findings will remain open in the Wing Inspection Program until closed by the appropriate designated authority. 39 ABW/XP is responsible for ensuring all users are training in the use of the Wing Inspection Program. All commanders and agency chiefs are responsible for ensuring their organizations utilize the Wing Inspection Program to input and track findings. Instructions on how to install the Wing Inspection Program on your computer can be found on the 39 ABW/XP web page: .
- 3.5. SI Reports. Submit group or wing staff agency reports after each SI in letter format. Reports should communicate the scope of the self-inspection, overall assessment, major problems, and significant problems that warrant elevation to higher leadership levels.
- 3.6. Reply Format. Following higher headquarters inspections with identified problem areas provide responses to 39 ABW/XP.
 - 3.6.1. Format should include inspection, problem number, estimated completion date, date corrected, OPR, problem summary, and corrective actions. Submit responses and updates to 39 ABW/XP per established suspense.
 - 3.6.2. Repeat Problems. Units with identified repeat problems will submit a reply within 15 days of receipt of report to 39 ABW/XP. If problem remains open, submit a follow-up response to 39 ABW/XP every 15 days until problem is closed.
- 3.7. Self-Inspection Books. Unit Self-Inspection monitors are responsible for ensuring their self-inspection books are up-to-date. SI books should be maintained in the following format:
 - 3.7.1. Tab 1 - Appointment Letters (wing, group, squadron, division, etc.).
 - 3.7.2. Tab 2 - Checklists (local and higher headquarters). There should be completed checklists from previous self-inspections here as well.
 - 3.7.3. Tab 3 - Crossfeeds (you may file reports in a separate binder).
 - 3.7.4. Tab 4 - IABI 90-201 and unit operating instructions.

3.7.5. Tab 5 - General information (any additional information on program processes).

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-2, *Inspector General--The Inspection System*

AFI 90-201, *Inspector General Activities*

AFI 90-201 USAFE Supplement 1, *Inspector General Activities*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

CONOPS—Concept of Operations

DEROS—Date Eligible Return from Overseas

GSU—Geographically Separated Unit

OPR—Office of Primary Responsibility

SI—Self Inspection

SIM—Self Inspection Monitor

UCG—Unit Compliance Guide

Attachment 2**SELF-INSPECTION PROGRAM STAFF ASSISTANCE VISIT CHECKLIST****1. Self-Inspection Continuity Book**

- a. Appointment Letter for Unit SI Monitors
- b. Appointment Letter for Wing SI Monitors
- c. Up-to-date Checklists (UCGs from USAFE IG and/or local checklist; should include NSI and other inspection items as well)
 - i. Completed checklist from previous inspections
- d. Crossfeeds (Other bases' inspection reports, as well as previous HHQ inspections; Crossfeed Log as well)
- e. IABI 90-201 and unit operating instructions

2. Review Self-Inspection Findings

- a. Ensure findings are being tracked by SI Monitor
- b. Ensure findings are being closed properly, with appropriate fix actions
- c. Ascertain reasoning for any open findings

3. Review NSI Findings

- a. Ensure findings are being tracked by SI Monitor
- b. Ensure findings have been closed properly, with appropriate fix actions
- c. Ascertain reasoning for any open findings

4. Review UCI Findings

- a. Ensure findings are being tracked by SI Monitor
- b. Ensure findings are being closed properly, with appropriate fix actions

Ascertain reasoning for any open findings